***Curriculum Vitae***

**Mithan Kumar**

*Address: Premchand Laxman flat 3rd floor Punjab colony street 6 Karachi Sindh.*

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**Objective:**

To secure an empowering and progressive career opportunity in a healthy and dynamic Organization where I can grow and enhance my skills set while adding value, enhancing the efficiency and profitability of the Organization.

PROFILE

* **Father’s Name** : Arjan
* **Cast :** Menghwar
* **CNIC No.**  : 44404-8910450-1
* **Date of Birth** :04-11-1993
* **Gender** : Male
* **Marital Status** : Single

ACADEMIC QUALIFICATION

* **B.COM** “2nd Division”UniversityofSindh 2018
* **Intermediate** “B Grade” B.I.S.E Mirpurkhas 2013
* **Matriculation** “A Grade” B.I.S.E Mirpurkhas  2011
* **BBA 1ST semester University of Iqra Continuos**

PROFESSIONAL QUALIFICATION

* **DIA (03 Years)** “2nd Division” TTB Karachi  2013 To 2016

PROFESSIONAL EXPERIENCE

**Business Process Officer – Emirates Supply Chain Services Pakistan**

**(January 06, 2023 to March 20, 2023)**

**DSR – Continental Biscuit Limited 2013 To 2021**

**KPO- M. Ibrahim&Bros 2015 to 2019 (Part Time)**

**(UPL-WMS) user: ERP**

* Primary Inbound activities :
* Receiving stock against IBDS
* Resolving complaints regarding inbound (if any)
* Blocking Damage/Short stocks to avoid sale loss
* Secondary Outbound activities :
* Invoicing
* Daily dispatch summary
* Return Processing (if any)
* End Stock Sharing
* Resolving complaints regarding dispatches
* Coordinating with Sales and Warehouse teams
* Inventory Reconciliation activities
* Coordinating with Customers.
* Conflict Management on need basis.

LANGUAGES

* Urdu, Sindhi and English.

SKILLS

* Adaptability and Team working.
* Excellent analytical, interpersonal, and technical skills.

REFERENCE

* Will Be Furnished On Demand.